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| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Lai Le Le Linh | | | **Conductor:** | Mr. Nguyen Van Hien | |
| **Secretary:** | Lai Le Le Linh | |
| **Date:** | | 15/10/2012 | | | **Time:** | 12:30- 13:45 | |
| **Place:** | | Meeting room | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Van Hien | | PFM Team | Constructor | | | Present |
| 2 | Lai Le Le Linh | | PFM Team | Manager | | | Present |
| 3 | Nguyen Duc Loc | | PFM Team | Technical leader | | | Present |
| 4 | Nguyen Anh Tuan | | PFM Team | Developer | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Tester | | | Present |
| 6 | Nguyen Thi Gam | | PFM Team | QA | | | Present |



**Objectives**

**Agenda**

**Contents**

1. **Assign work to team members in this week ( ):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
|  |  |  |  |
|  |  |  |  |
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**Conclusion:**